G. R. S. 58]

p12

Previous references.

52-10-1-4)

File No. 447-14

191 .

Serial Nos. 1-3

(Jun)

Later references.

May be presumed -
Genl Sec (secretary)
MS also be consulted

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1-3

Part B for June 15

SUBJECT.

Periodical Destruction of Records
in the office of the
Dir. Dept of Mines & Geology

In the Dir. Dept of Mines & Geology
No G 13547 of 5-6-15
Issues rules regulating the periodical destruction
of Records in the office of the Director
Dept of Mines & Geology

GPB—10,000—23-3-15

B Hanmanthu Rao
7/7

G.R.S. 11] 1915.

GENERAL AND REVENUE SECRETARIAT.

(Cash.) Jm

NOTES

447-14

File No. 2704

FILE HEADING.

Framing rules for the destruction of office records.

From

The State Geologist in Mysore

No. 1735 Dated 20th Feb 15. Received 22-2-15.

No. 300	Enclos. Nil Spare Copies.	Serial No. 1

BRIEF ABSTRACT OF LETTER.

Says that some information is awaited from the Inspector of mines' office and that a reply will be sent by the end of this month.

NOTES AND ORDERS.

Submitted

Mcl 23/2/15.

Mcl 24/2

From the State Geologist in Mysore

letter No 1800 dtd 27th Feb 15 forwarding for ops.

NOTES—First Sheet.

GPB—35,000—15-6-

G. R. S. 12]

General and Revenue Secretariat.

File No. 27 of 1914-15/4

Serial No.

Ref no 741 of 1914 G

Forwd a draft of the rules framed for the destruction of records in his office & in the offices subordinate to him.

The draft rules received with the above require the sanction of Govt. The file will be transferred to Branch for sanction to the rules framed or such actions as may be deemed necessary and intimation of the final order to the Branch.

Filed for orders.

2 Y&S

NGM

3/3/15.

5/3

T. to Port

Hd
My Lrs
8/3

2 The Draft rules were framed under my suggestions in the Genl. Deptt & sent up to Govt for approval

The office will please scrutinise the rules & see if they are in accordance with the rules obtaining in other similar Deptts & submit a concise note for orders.

9/3

4 A copy of the rules ordered to be observed in the matter of destruction of the records of the office of the D.J. of Police

sheet.

No. 741

[G. R. S. 12]

General and Revenue Secretariat.

File No. 467 of 1914-15

Serial No.

up. The records of one Dept. differ in nature so widely from those of another that the rules prescribed for one Dept with regard to their destruction afford little guidance for framing similar rules for another Dept.

5 The following alterations may perhaps be made in the draft rules sent up by the Head of the Geological Dept:-

(1) Rule 4:- The records selected for destruction may be destroyed in the month of July or August (instead of December) i.e. after the close of each official year.

(2) The Acquittance Rolls may form part of the permanent records of the Dept. instead of being destroyed after 30 years as proposed.

(3) The Attendance Registers, of which no mention is made in the proposed rules, may also be ordered to be preserved for some length of time - say 30 years.

Why? The Regr is maintaining records to decide points of attendance & leave &c. May they be destroyed?

Think after the Regr. is finished

31/3

30-3-15 Forwarded to Efficiency & Audit Dept for favour of opinion.

31/3-15

5 Sent with a proof copy of the

NOTE—Contn. sheet.

GPB—25,000—22-3-15

P.T.O

[F. R. S. 12]

General and Revenue Secretariat.

File No. 447 of 1914-15

Serial No.

Record Manual, Vol I.

(1) The destruction of Records may be made in December as proposed by the State Geologist (now Dr. of Mines & Geology). The first 4 or 5 months from July will be taken up in attending to the preparation of Admr. Reports, annual accounts & Famine Work. Therefore December may be convenient for destruction of Records.

(2) Requisitioner Roll may be preserved for 35 years as in the Commissioner's office. ~~for 30 in the Govt Register~~

(3) "Attendance Register."

This comes under other papers which are to be preserved for 3 years.

6. In the Rules it is stated that the papers to be destroyed should be approved by the Registrar. But this post has since been abolished. The Word "Manager" may be substituted.

hm
1/4/15

NOTE—Contn. sheet.

GPB—25,000—22-3-15

G. R. S. 12]

General and Revenue Secretariat.

Gen File No. 447 of 1914

Serial No.

The question of introducing the Disposal Number System is under consideration. It is therefore necessary that any rules framed for the destruction,&c., of records should be such as may easily go into the arrangements of the Disposal Number System, should it be adopted.

In the classification of records proposed, there is nothing which will in any way conflict with that system. But I should prefer to see one uniform period of 5 years adopted in the case of all destroyable records where this can be done without inconvenience. Exceptions, e.g.,Acquittance Rolls would of course be necessary, but they should not be multiplied beyond absolute necessity. The 1-year, 2-year and 5-year papers may where possible be made destroyable at the end of 5 years. This will facilitate picking up papers for destruction. It is advisable to omit Rule 5 and the first portion of Rule 1, not only because they constitute a repitition but because the entire question of record registers would come under the scope of the Disposal Number System.

9 For the rest I agree with what is stated in paragraphs 5 and 6.

MHH 3/9/15

To B&V

10 The rules may be approved subject to the above observations - Draft and file to appd.

Secretary 8/4-15 P.T.O.

NOTE—Contn. sheet.

GPB—25,000—2-11-14

G. R. S. 12]

General and Revenue Secretariat.

File No. 447 of 1914

Serial No.

11. The Dept is from the Effy. Revenue Dept who by reference to a consultation as to whether a draft put up by me Govt's approval of the rules of the Directors.

KP
9/4-15

Dear
12. I think the rules require some verbal changes. The expression "Registrar" is found therein. Also kindly note whether such a matter was to be treated as schedule matter

Draw
30/4

AS
GRW

13. The word "Registrar" be allowed to stand pending the designation of the new Registrar's Successor. The words "Chief Ministerial Officer" may be substituted

14. The list of Scheduled subjects does not refer to matters of this kind. But the fact that he verifies in the Branch in consultation with other branches.

KP
4/5-15

15. It is not usual to treat such matters as Scheduled. Please see, for instance, Prisons file 52-10 (84 1-4).

L

H. Hues
11.5.15

16. I think so too. There are matters of departmental routine & to become uniform as far as possible & also to see that the Depts maintain & preserve some system in

NOTE—Contn. sheet.

GPB—25,000—22-3-15

. R. S. 12]

General and Revenue Secretariat.

File No. 467 of 1914.

Serial No.	
	rules are called for appl. —
	Secretary's. KP 17/5-15
	17 Mr Smeeth can have no objn to the changes proposed, which are chiefly verbal. Draft may be sent to Dewan 17/5/15 KP 18/5-15
7376 18-5-15	18 Draft approved by the Dewan 23/5/15
	19 Issue pp. 25/5-15
	20 The file with, if approved, be sent to Br. VIII for further action where it has been dealt with. If yes — if not is the correct procedure. 25-5-15 KP 25/5-16
3	To the Dir. Dept of Mines & Geology No. 13547 of 5.6.15
	Issues rules regarding the periodical destruction of Records in the office of the Dir Dept of Mines & Geology

NOTE—Contn. sheet.

GPB—25,000—22-3-15

File No: 27 of 14-15
82/1

General and Revenue Departments,

No.294-303/E.A. Bangalore, 15th January 1915.

From

The Secretary to Government,
General and Revenue Departments.

To The State Geologist.

Sir,

Adverting to G.O.No.G.4811-57 dated 1st February 1911 requesting Heads of Departments to frame suitable rules for the periodical destruction of records in their offices and submit them for the approval of Government, I am directed to enquire when the rules which are long overdue may be expected.

I am also to request that similar rules may be framed for the subordinate offices of your Department which possess no specific rules at present.

It is hoped that it will be found possible to submit the draft rules above referred to before the 15th February for the approval of Government.

I have the honour to be,
Sir,
Your most obedient servant,

(Sd) D.M.Narasinga Rao,
Offg. Secretary to Government,
General and Revenue Departments.

Jud Ft. 1/13 D. no 334/S.A. 2.3.15.

Fil no 27-14
81. 2
2

GPB—1,000—13-2-14

M.G.D. 13]

MYSORE GEOLOGICAL DEPARTMENT.

DATED BANGALORE, 27th February 1915

No. 1800
Encl. one

FROM

DR. W. F. SMEETH, M.A., D.SC., A.R.S.M., etc.,
State Geologist in Mysore.

To

D.M. Narasinga Rao, Esquire, B.A.,B.L.,
Offg. Secretary to the Government of His Highness
the Maharaja of Mysore,Gen. & Rev. Depts.

SIR,

With reference to your letter No.294-303/E.A., dated 13th January 1915, I have the honour to forward herewith for the approval of Government a Draft of the Rules framed for the periodical destruction of records in this office and in the office subordinate thereto, Viz:- Office of the Inspector of Mines in Mysore, Kolar Gold Field.

I have the honour to be,
Sir,
Your most obedient servant,

W. F. Smeeth

State Geologist in Mysore.

C.N.

Draft Rules for the destruction of obsolete and usless Records of the Mysore Geological Department.

Obsolete and useless records should, with the approval of the Registrar, be weeded out and destroyed in accordance with the Schedule in Appendix B hereto, ~~a memorandum of the fact, together with a summary of the contents of the records d~~ destroyed being kept wherever necessary.

2. Records requiring to be destroyed should, before destruction be examined and selected and sent up for the ~~Registrar's~~ Manager's inspection ~~before they are destroyed.~~

3. Records, books, papers and registers chosen for destruction should be burnt in the presence of the ~~Registrar~~ Manager or the Head Clerk.

4. Records should be destroyed once a year only in the month of December. The destruction made in any year shall comprise papers which have passed their time limit calculated from the official year of their disposal.

5. A register shall be kept of all records destroyed, g giving briefly the substance of the records, their dates and noting the last "To" or "From" number, if any.

6. Records enumerated in Appendix A should be permanent ly preserved.

27th February 1915.

State Geologist in Mysore.

A P P E N D I X.

List of Records to be retained and destroyed.

-----00000-----

Records to be permanently preserved :-

(a) Head Office.-

1. Monthly Proceedings Volumes.
2. File Registers and their Index.
3. Files on subjects of importance.
4. The more important portions of files on matters of routine.
5. Register of Prospecting Licenses.
6. Register of Mining Leases.
7. Mining Leases.
8. Deeds of transfer of Mining Leases.
9. English copy of the Mysore Gazette.
10. Printed publications of the Department which are of permanent value.
11. Administration Reports of other Departments.
12. Cash Receipt Register.
13. Cash Remittance Register.
14. Register of Corundum Licenses.
15. Register of Assignments of Mining Leases.
16. Original Manuscripts of Departmental Reports, Records, Memoirs, Bulletins, &c.
17. Receipt Registers.
18. Despatch Registers.
19. Register of Exploring Licenses.
20. Register of Explosives Licenses.

(b) Office of the Chief Inspector of Mines, Kolar Gold Fields.

1. File Registers and their Index.
2. Receipt Registers.
3. Despatch Registers.
4. Files on subjects of importance.

5. The more important portions of files on matters of routine

6. English copy of the Mysore Gazette.

7. Printed publications of the Department which are of permanent value.

8. Administration Reports of other Departments.

9. Cash Receipt Register.

10. Cash Remittance Register.

State Geologist in Mysore.

B. Records to be destroyed after the expiry of the period prescribed in every case:-

---

(a) Head Office.	Period.
1. The unimportant portions of files on matters of routine (i.e. reminders, Acknowledgments &c)	Three Years.
2. Proofs of printed papers.....	One Year.
3. Peons' delivery book	One Year.
4. Post book.....	Three Years.
5. ~~Secretariat~~ Arrear Lists.....	One Year.
6. Contingent Registers.	Three Years.
7. Acquittance Rolls	Thirty Years.
8. Explosives Licenses	Three Years.
9. Stationery Issue & Receipt Registers.	Three Years.
10. Stationery Indents.	Five Years.
11. Statistical Returns from the Districts.	Three Years.
12. Statistical Returns from Lessees & Licensees	Three Years.
13. Records connected with the subjects dealt with at the Dasara Representative Assembly. (Important ones being permanently preserved.)	Three Years.
14. Office Copies of periodical returns submitted- when unimportant	Three Years.
15. Proofs of Departmental reports, Records, Memoirs, Bulletins &c and correspondence with the Press relating to their printing.	Three Years.
16. Monthly returns of output from Mines and from Licensees and Lessees	Three Years.
17 . Gold Sale Accounts with Refiners' Statements (To be returned to the Comptroller's Office after one year after each year's accounts are complete)	
18. Quarterly statements showing realisations of Royalty, &c. received from the Comptroller	Three Years.

19. Monthly statements of credits to Treasuries in Mysore of Departmental Receipts received from the Comptroller	Three Years.
20. Counterfoils of receipts issued for moneys received in the office	Twenty Years.
21. Papers not falling within any of the above ~~classes~~ classes	Three Years.

(b) Office of the Chief Inspector of Mines, Kolar Gold Fields.

1. The unimportant portions of files on matters of routine.	Three Years
2. Proofs of printed papers	One Year
3. Peons' Delivery Book.	One Year
4. Post Book	Three Years
5. Contingent Registers	Three Years
6. Acquittance Rolls	Three Years
7. Stationery Issue & Receipt Registers	Three Years
8. Stationery Indents	Five Years
9 Office Copies of Periodical returns submitted- when unimportant	Three Years
10. Counterfoils of receipts for Moneys issued	Twenty Years
11. Enquiry reports on accidents in which persons are seriously injured and which are classed as unavoidable and in which the persons responsible were not dealt with departmentally for breach of rules	Three ~~Five~~ years
12. Annual Schedules of Establishments	Three Years
13. Quarterly statements of Explosives Licenses granted by Government and the District Magistrates	Three ~~One~~ Years
14. Proceedings of Kolar Gold Field Sanitary Board	Three ~~Five~~ Years

15. Reports of Non-mining and Trivial Accidents ~~Two~~ One Years

16. Papers not falling within any of the above classes Three Years

State Geologist in Mysore.

[G.R.S. 28]

File No. 447-14
Serial No.

Diary No. of letter replied to

Proceedings of the Government of His Highness the Maharaja of Mysore

GENERAL AND REVENUE SECRETARIAT.
( )

No. 13547

READ—

the 191 .

Letter No 1800 dated the 27th February from the State Geologist (Director of Mines & Geology) in Mysore submitting a set of rules for regulating the periodical destruction of records in his office and in the office of the Inspectors of Mines, Kolar Gold Fields.

Date of issue 5th June 1915

Signed by H M Rae.

ORDER THEREON.—No.

over.

SUBJECT.

(Or a Meeting

The rules are
revised and approved as
[illegible]

[illegible] Copy to Govt.
[illegible] Rly. 7/5/-

The Director of Mines &
Geology, Mysore
(Copy to E. H. Poravel)

23/5/5-

Rules to be printed [illegible]

[illegible] 25,000—2-10-[illegible]

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. G. 13547—E. A. 27-14, dated 5th June 1915

Periodical Destruction of Records.

Issuing rules regulating the — in the office of the Director, Department of Mines and Geology.

GPB—24-6-15—250

No. G. 13547—E. A. 27-14, DATED 5TH JUNE 1915.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

DEPARTMENTS OF EDUCATION AND AGRICULTURE.

Read—

Letter No. 1800, dated the 27th February 1915, from the State Geologist [illegible] Mines and Geology in Mysore, submitting a set of rules for regulating the [illegible] of records in his office and in the office of the Inspector of Mines [illegible] Fields.

Order No. G. 13547—E. A. 27-14, dated 5th June 1915.

The rules are revised and approved as hereunder.

D. M. NARASINGA RAO,
Offg. Secy. to Govt., Gen. & Rev. Depts.

To—The Director of Mines and Geology in Mysore.

E. A.—C. L.

Rules for the Destruction of Obsolete and Useless Records of the Mysore Geological Department.

1. Obsolete and useless records should, with the approval of the Chief Ministerial Officer, be destroyed in accordance with the Schedule in Appendix B hereto.

2. Records to be destroyed should, before destruction, be examined and [illegible] for the Chief Ministerial Officer's inspection.

3. Records, books, registers and registers chosen for destruction should be burnt in the presence of the Head Clerk.

4. Records should be destroyed once a year only in the month of December. The records destroyed in any year should comprise those which have passed their time limit calculated from the year in which they were disposed.

5. A register should be kept of all records destroyed, giving briefly the substance of their titles and noting the last "To" or "From" number, if any.

6. Records enumerated in Appendix A should be permanently preserved.

No. G. 13547—E. A. 27-14, DATED 5TH JUNE 1915.

APPENDIX.

List of Records to be retained and destroyed.

A. Records to be permanently preserved:—

(*a*) *Head Office*—

1. Monthly Proceedings Volumes.
2. File Registers and their Index.
3. Files on subjects of importance.
4. The more important portions of files on matters of routine.
5. Register of Prospecting Licenses.
6. Register of Mining Leases.
7. Mining Leases.
8. Deeds of Transfer of Mining Leases.
9. English copy of the *Mysore Gazette.*
10. Printed publications of the department which are of permanent value.
11. Administration Reports of other departments.
12. Cash Receipt Register.
13. Cash Remittance Register.
14. Register of Corundum Licenses.
15. Register of Assignments of Mining Leases.
16. Original Manuscripts of Departmental Reports, Records, Memoirs, Bulletins, etc.
17. Receipt Registers.
18. Despatch Registers.
19. Register of Exploring Licenses.
20. Register of Explosives Licenses.

(*b*) *Office of the Chief Inspector of Mines, Kolar Gold Fields.*

1. File Registers and their Index.
2. Receipt Registers.
3. Despatch Registers.
4. Files on subjects of importance.
5. The more important portions of files on matters of routine.
6. English copy of the *Mysore Gazette.*
7. Printed publications of the department which are of permanent value
8. Administration Reports of other departments.
9. Cash Receipt Register.
10. Cash Remittance Register.

B. Records to be destroyed after the expiry of the period prescribed in every case.—

a) *Head Office*—

		Period.
1.	The unimportant portions of files on matters of routine (*i.e.*, reminders, acknowledgments, etc.)	Three years
2.	Proofs of printed papers	One year
3.	Peons' Delivery Books	One year
4.	Post Book	Three years
5.	Arrear Lists	One year
6.	Contingent Registers	Three years
7.	Acquittance Rolls	Thirty-five years
8.	Explosives Licenses	Three years
9.	Stationery Issue and Receipt Registers	Do
10.	Stationery Indents	Five years
11.	Statistical Returns from the districts	Three years
12.	Statistical Returns from Lessees and Licensees	Do
13.	Records connected with the subjects dealt with at the Dasara Representative Assembly. (Important ones being permanently preserved)	Do
14.	Office copies of periodical returns submitted when unimportant	Do
15.	Proofs of Departmental reports, Records, Memoirs, Bulletins, etc., and correspondence with the press relating to their printing	Do
16.	Monthly returns of output from Mines and from Licensees and Lessees	Do

		Period.
17.	Gold Sale Accounts with Refiners Statements (to be returned to the Comptroller's Office after one year after each year's accounts are complete)	Three years
18.	Quarterly statements showing realizations of Royalty, etc., received from the Comptroller	Do
19.	Monthly statements of credits to Treasuries in Mysore of departmental receipts received from the Comptroller ...	Do
20.	Counterfoils of receipts issued for moneys received in the office	Twenty years
21.	Papers not falling within any of the above classes ...	Three years

(b) *Office of the Chief Inspector of Mines in Kolar Gold Fields—*

1.	The unimportant portions of files on matters of routine ...	Three years
2.	Proofs of printed papers	One year
3.	Peons' Delivery Book	Do
4.	Post Book	Three years
5.	Contingent Registers	Do
6.	Acquittance Rolls	Thirty Five years
7.	Stationery Issue and Receipt Registers	Three years
8.	Stationery Indents	Five years
9.	Office Copies of Periodical Returns submitted when unimportant	Three years
10.	Counterfoils of receipts for moneys issued	Twenty years
11.	Enquiry reports on accidents in which persons are seriously injured and which are classed as unavoidable and in which the persons responsible were not dealt with departmentally for breach of rules.	Three years
12.	Annual Schedules of Establishments	Do
13.	Quarterly statements of Explosives Licenses granted by Government and the District Magistrates.	Do
14.	Proceedings of Kolar Gold Fields Sanitary Board ...	Do
15.	Reports of non-mining and trivial Accidents	Do
16.	Papers not falling within any of the above classes ...	Do